

Little Hayes and Speedwell Nursery School Federation

COMPLIMENTS POLICY



1. Rationale

Compliments and expressions of appreciation are valuable in monitoring the effectiveness of the schools' and can provide useful learning points and examples of good practice which can be shared throughout the organisation to promote our young people's self-esteem and encourage staff to continue to provide and improve on the excellent provision we offer.

2. Aims

The purpose of this Compliments Policy is to ensure that compliments received from staff, parents/carers, local authorities and other external parties are properly recorded, acknowledged (where appropriate) and conveyed to the individuals being thanked and to all other interested parties.

A compliment may refer to young people or staff and may relate to an individual, a group/team or the setting as a whole.

Children are also free to express their compliments and gratitude by drawing pictures, designing /writing cards etc.

3. Guidelines

A Compliments or Suggestion form is available from the office for completion.

A suggestion box is available in the entrance hall to receive the completed forms

An individual wishing to make a compliment can do so either:

- a. In person
- b. By telephone
- c. By e-mail to speedwell.n@bristol-schools.uk or littlehayesn@bristol-schools.uk
- d. By post

All compliments should be brought to the attention of the SLT, who will in turn, ensure such feedback is acknowledged (where appropriate) and conveyed to all interested parties .

A record of all compliments should be maintained and a selection of anonymised copies filed in a display folder in Reception. Where a specific individual is identified, a record of any such compliment will also be entered in their personal file.

Reviewed 7/6/2019